

## EUROPEAN SCHOOLS EXCHANGE PROGRAMME

### INFORMATION PACK FOR EXCHANGE STUDENTS ARRIVING AT THE ESF AND AT THEIR HOST FAMILIES

***Congratulations!!! Your exchange has been confirmed and you have found a host family.***

*This information pack will help you prepare for your child's stay here in Frankfurt. Don't hesitate to contact Ms Vasiliki Tsifa via e-mail: [vasiliki.tsifa@eursc.eu](mailto:vasiliki.tsifa@eursc.eu), pedagogical advisor in case you have any further questions. You can also contact Ms Catherine Brodie ([esfexchange@esfparents.org](mailto:esfexchange@esfparents.org)) as coordinator of the student exchange at the ESF Parents' Association. We will try our best to assist you.*

#### **1. Preparing for your child's stay: Before leaving home**

Once your exchange has been approved you will need to assemble various documents and authorisations.

##### **1.1 Official Documents for your child to bring to Frankfurt**

- A valid Passport or National ID or Resident's Card;
- National Health Insurance Card or proof of Medical Insurance (to include provision for Hospitalisation and **Emergency Repatriation**);
- A Certificate of **Parental Authorisation** if so required legally in your place of residence. This is to allow your child to leave and return to your country of residence if your child is travelling **unaccompanied**, and to place your child under the 'official' responsibility of the host family for the period of his/her stay;
- A **Parental Authorisation for emergency situations**. This allows the host family to take decisions on the pupil's family behalf if the family cannot be reached in an emergency situation (see sample attached). This must signed by exchange pupil's family and given to the host family on arrival;

##### **1.2 Visa Requirements**

Families of children travelling on non-EU passports are required to apply for an EU Visa before arriving in Frankfurt. Please contact your local German Embassy or Consulate for more information.

##### **1.3 School and Health Insurance**

Although your child is insured at your home school, this may not be the case when your child is studying at another European School. Please check with your home school first before contracting a separate insurance policy for your child while s/he is studying at ESF. It is also important to check on your child's travel/baggage/medical insurance coverage while travelling and studying abroad. It is advisable to have a complete coverage when she/he is in Frankfurt, to include **hospitalization and emergency repatriation (N.B. EU coverage may not include repatriation assistance)**.

##### **1.4 Medical Matters**

Be sure to inform your host family if your child has to take **regular medication**, follows a special diet or has allergies which require special or emergency medicine or procedures. Be sure that your child's

**vaccinations** are up to date and that you have informed your home and host school and host family of any medical condition (asthma, severe allergic reaction, epilepsy etc.) that your child may have (e.g. on your original Application form), so that the school, infirmary or sports teachers can act accordingly in the event of an accident or incident at school or home. **Be sure that you have informed the school or host family where you can be contacted in the event of an emergency.**

## **2. Prior Arrangements with your Host Family**

### **2.1 Payment Arrangements with Host Families**

The **European Schools Exchange Programme** has been in existence since 1999. In Frankfurt, we encourage students to enter into an agreement whereby a real exchange can take place. Incoming students can be, where possible, received free of charge on the understanding, that the host child can return on exchange a later date, either on a formal exchange or during the holidays (under a private, informal arrangement). We like to place the emphasis on the idea that an exchange is a unique opportunity not only for students to enjoy a new, cultural and linguistic experience but that the stay with a host family is a mutually enriching experience that can forge long-term friendships between ES students and their families.

### **2.2 Pocket Money**

The visiting pupil can, by all means, bring pocket money to Frankfurt, to cover any outings, presents etc. Both sets of parents may like to discuss how this pocket money should be looked after during their child's stay i.e. under the supervision of the host family, with receipts and an Expense Sheet kept by the host family to any excess returned etc.

## **3. Preparations for the ESF**

### **3.3. Registering for the ESF PA services:**

Certain activities of the PA are only available to members. To join the PA, please complete the [Application for Membership form](#).

#### **3.3.1 School Books**

At Frankfurt, the school web site ([www.esffm.org](http://www.esffm.org)) contains a full list of books for all subjects, given according to year and section. **For 4<sup>th</sup> Year pupils**, if a book used in the host school is not the same, photocopies will be provided by the subject teacher concerned. However, **5<sup>th</sup> Year pupils are required to have a full selection of books with him/her at the start of term.** For this, please visit the ESF PA website on book exchange <https://www.esfparents.org/index.php/book-exchange-left>.

#### **3.3.2 The School Canteen**

The use of the canteen is of course optional, but provides a convivial way for a visiting pupil to get to know other pupils at the school and make friends, as well as it being easy and functional. To register online for school meals via the ESF website (<http://www.esffm.org/fr/infos/kantine.html>); via this option parents will be asked to pay a deposit of € 30.00; it is recommended to select meals beforehand, but this is not an absolute must. Another option is to buy a 10 or 30 meals booklet at the kiosk.

If your child is signed up for meals in your home canteen, **be sure to sign out of your home canteen** before your child leaves and request reimbursement, if this is possible. **The same is true for ESF students going on an exchange to another school.**

### **3.3.3 School Transport**

Before signing up for the School Transport Services at Frankfurt, be sure to check with your host family what means of transport they use. If your host family uses public transport ([www.rmv.de](http://www.rmv.de)), your child may need to bring extra money for this or as advised by your host family. If they use the school bus transport you are welcome to visit our website for more information <https://www.esfparents.org/index.php/transport-left> but remember to check with your host family the route they use. You may arrange with your host family, as member of the ESF PA, to register your child on your behalf for the school transport service and that you will transfer the full amount to their account.

## **4. At School: Your Child's First Day at the ESF**

### **4.1. Introduction**

The first day at a brand-new school may seem a little daunting. Ideally, the host pupil or host parent should **accompany their exchange student** to the school and first introduce him/her to **Ms. Vasiliki Tsifa** education advisor at the main entrance of the Secondary School. She will accompany him/her to meet his/her teachers, arrange for photocopies and provide the timetable.

### **4.2 Lockers**

Lockers are allocated on the first day of the pupil's exchange by the security guards xyz.

### **4.4 Sportswear**

Exchange pupils **must bring their own sportswear** (school T-shirt, shorts) with them, as worn at their home School. It may be that your child takes part in swimming lessons organized by the school, so it may be useful for your child to bring a swimming costume, just in case. To avoid disappointment, your child should bring his/her sports kit to school on the first day at school, including his/her swimming kit. Your timetable will only be given on your first day of school and your child may unexpectedly need it!

## **5. Music /Orchestra**

### **5.2 Choir and Orchestra**

If you like to sing or play an instrument, you can join the ESF choir or orchestra. The school choir groups practice regularly usually Mondays and Wednesdays during periods 5 & 6 in the Aula and rehearsal are opened to exchange students. The orchestra rehearses on Tuesdays from 16:20 to 17:45 in the Aula. There are also rock bands of different levels. If you are interested in joining the music programme, please contact Mr Mohr ([Clemens.Mohr\(at\)esffm.org](mailto:Clemens.Mohr@esffm.org)) for more information.

## **6. Pastoral Care within the Host Family**

The host family is the **primary care parent** during the exchange with regard to the pupil's well-being, progress at school, in giving permission to leave school during school hours (via the school form:

<http://www.esffm.org/kontakt.html>) and ensuring a day-to-day dialogue with the pupil and school. The host family may intervene, if necessary, with the teachers via the School Agenda or in person with the Educational Counsellors where needed. The host parent is also asked to inform the school (teachers, counsellors) if the pupil is **absent due to illness, raise any query in relation to his well-being at school or with homework or enquire on any other matter related to the exchange and academic progress (tests etc.)**. The school is also responsible for notifying the host parent via the agenda, paper or by mail, or the pupil's parents and original school in case of considerable difficulty.

At home, the host family helps the exchange student to settle in as well as possible, and interacts with him/her, helping with homework if necessary, and gets him/her to engage into family discussions, in order to practice the family's home language or L2 and L3 if this is not the same. Most importantly helps him/her enjoy his/her stay. It is important to establish a good dialogue between the exchange student's family and the host family, and interact should query arises. However it is advised that the exchange student's family try to keep communication with their child to a minimum, to help their child settle into his/her new experience and home life as much as possible

#### **7. Deadline for submission of Requests for participation in the students exchange programme and restrictions**

Requests for an exchange will be taken into consideration until January 31<sup>st</sup> of the previous year.

S4 students from the same class will not be allowed to go to the same host school at the same time.

Likewise, not more than two (2) S4 students from the same class will be absent on an exchange at the same time.